

## **SIEC ADVISORY WORKING GROUP (SAW)**

**DECEMBER 10, 2003**

### ***Chairs{***

- > Clark Palmer, Washington State Patrol
- > Jim Hall, Yakima County Emergency Operations Center

### ***Members attending this meeting:***

- > Clark Palmer, Washington State Patrol
- > Dennis Hausman, Department of Information Services
- > Jim Hall, Yakima County Emergency Operations Center
- > Joe Huden, Washington State Department of the Military (telephone)
- > Joe Russo, Washington State Patrol
- > John McIntosh, Washington Department of Fish and Wildlife
- > Jose Zuniga, Washington State Department of Corrections
- > Lori Bame, Legislative Evaluation Accountability Program
- > Marc Johnson, Washington Department of Natural Resources
- > Paul Beckley, Washington State Patrol
- > Terry Miller, Washington State Department of Transportation

### ***Minutes***

- Minutes were approved from the November 24<sup>th</sup>, 2003 meeting.

### ***Public Disclosure and SIEC Inventory***

- Discussion if all information collected by the surveys should all be released or should it be by request only.
- Information distributed through Public Disclosure requests should be copied to Dennis Hausman for distribution to all SAW members.(approved by SAW group)

### ***Action Item***

- All members are to make a list of possible security concerns and/or questions. The lists are to be sent to Dennis to for compiling. The questions will be addressed by Bruce at January 7<sup>th</sup> Meeting.

### ***SIEC Inventory Report***

- All feedback regarding the draft survey report is due back end of week December 12, 2003. The compiled information from the SAW group and the SIEC will be incorporated and forwarded to DIS communications.
- Additional data that would be required from local government agencies was discussed. Members are to list possible questions or topics for inclusion in the

local survey. Lists should be sent to Dennis Hausman for compiling. The lists will be presented to members for consideration.

### ***Update Work Charts - Assignment of Tasks***

- The SAW group agreed to create a small technical working group to begin drafting the interim plan due to the legislature March 31, 2004. Discussion included the group to work in parallel with the collection of data. The group will meet the week on January 19, 2004 in a yet to be determined location. Volunteers include:
  - Jim Hall
  - John McIntosh
  - Curt Kyle
  - Joe Russo
  - Marc Johnson
  - Dennis Hausman
  - Scott Bream
  - Jim Broman (nominated by was not present)
  - Alan Hull or Terry Miller

### ***Action Items***

- Additional questions to be incorporated in the local inventory are to Dennis Hausman by Monday December 15<sup>th</sup>.
- DIS will provide a facilitator for the January 19, 2003 meeting.
- Brenda Hilzer will research a conference room for the week of January 19<sup>th</sup>.

### ***Funding Group***

- A solicitation of members was presented. Joe Huden will Chair the funding group. The meetings will be help by conference call if possible. Volunteer include:
  - Joe Huden
  - Dennis Hausman
  - Ron Vessey - Washington State Department of Transportation
  - Jeff Hugdahl - Washington State Patrol

### ***Roundtable***

- Draft inventory report considerations
  - Glossary of Inventory
  - Size of fonts not consistent in document
  - Key findings not conclusion at ending
  - Page 7 state public safety agency not to preclude local
  - Missing appendix DH1
- SIEC webpage up before next meeting
- December 24<sup>th</sup> SAW Group meeting canceled next meeting will be January 7<sup>th</sup>, 2004

***Adjourned 3:30***

***Submitted by:*** Brenda Hilzer, Washington State Patrol